

Recruitment and Talent Advisor

Service	Reporting to	Location	Grade
HR and OD	Recruitment and Talent Team Leader	Salford Civic Centre	2C

About the role

- You will provide a customer focused, values-based service, delivering high quality advice and support on recruitment matters, including resourcing, terms and conditions, candidate sourcing, talent pipelines, onboarding, and succession planning.
- Support managers with the appropriate tools and advice to ensure a smooth, effective recruitment and onboarding process, whilst ensuring safeguarding practices are adhered to.
- Provide a seamless end to end recruitment process, from advertising through to onboarding and welcome candidates to the organisation ensuring they feel valued and welcome and are kept up to date at every step.
- Ensuring the recruitment process is fair and inclusive for all and is carried out in accordance with all equality legislation.
- Keep managers up to date and aware of their role in the recruitment process.
- Respond to queries over the phone, via email, face to face, and virtually.
- Provide advice and support on all matters relating to recruitment, talent, social media, and specialist publications.
- Develop, support, and deliver assessment and selection processes that support managers and are in line with the Councils values.
- Advertise role opportunities via social media and work with managers to identify campaign opportunities, ensuring vacancies reach a wider pool of talent.
- Produce accurate and timely employment contracts ensuring compliance with employment legislation and local terms and conditions.
- Advise manager on safe recruitment practices and pre-employment checks including use of DBS checks in accordance with legislation.
- Develop and maintain effective, credible, and productive working relationships with candidates, customers, clients, and stakeholders throughout the recruitment process.
- Work collaboratively with colleagues across the HR & OD department to ensure that the end-to-end recruitment process works effective and efficiently and that both candidates and managers receive a valued and trusted service.
- Identify areas for continuous improvement and actively work to implement.
- To enhance the recruitment and retention strategy to ensure Salford remains the employer of choice.
- Take a full and active role in the implementation of your training and personal development, regularly identifying opportunities for personal growth.

Key outcomes

- To deliver a strong, trusted, and credible service to Salford City Council, Schools, and external customers.
- Ensure a positive recruitment experience for candidates, managers, and customers throughout.
- Provide appropriate tools, advice, and guidance to managers on all recruitment, talent, and safeguarding processes.
- Support the development, introduction and embedding of a values-based recruitment approach that helps recruiting managers find candidates who meet our organisational values and would to be successful in their new role with the organisation.
- Our recruitment approach is designed to be attractive and that potential candidates feel that Salford would be a great place to work and that we are an employer of choice.
- Candidates receive a positive and warm welcome to their new organisation and feel valued and appreciated from day one.
- Meeting service level agreements to ensure that the team achieve goals, targets and deadlines and workloads are effectively managed.
- Delivery of excellent customer service by taking personal responsibility and ownership to providing accurate and people centred responses to queries and tasks.
- Work closely with recruitment managers to produce appropriate, innovative, and engaging recruitment campaigns making Salford the employer of choice.
- Enable Managers, Head Teachers, Business Managers to effectively utilise the online recruitment system to enhance the recruitment process for recruiters and applicants.

What we need from you

- You will have the experience and knowledge required to work in a fast-paced Recruitment and Talent team and have the passion to deliver excellent customer services.
- Proven technical skills and ability in the role with a record of delivering outcomes within timescales given.
- Be aware of the UK Right to Work and Eligibility checks to ensure a safe recruitment process.
- Understand safeguarding practices, including Keeping Children Safe in Education legislation and Disclosure and Barring Service checks.
- Be able to use Microsoft Office Applications and have experience in the use of Recruitment and HR Systems.
- To demonstrate initiative, confidence, and personal responsibility in your area of work.
- Identify areas of improvement within the Recruitment processes and have the confidence to recommend change to develop and enhance service delivery to achieve outcomes.
- To demonstrate analytical skills, using insight to inform approaches.
- Accuracy and attention to detail along with a methodical approach.
- Experience of working in an environment with recurring and strict deadlines and the ability to manage and meet these deadlines.

- Excellent customer service skills, able to be calm and professional with customers and responding to queries appropriately and within suitable timescales.
- Experience of working with others to provide seamless customer service.
- Ability to analyse problems and generate innovative and appropriate solutions.
- Experience of working in a busy environment.
- To remain positive under challenging circumstances and work effectively to make important decisions in a fast-paced environment.
- To communicate with clarity, conviction and enthusiasm and be able to demonstrate integrity, create rapport and build trust and confidence.
- To act with tact and diplomacy, maintain high ethical standards, successfully judge when matters are sensitive to others, and be aware of confidentiality and GDPR.
- To be adaptable and demonstrate flexibility and be open to new ways of working.
- To model and demonstrate our values and behaviours.
- A relevant recruitment qualification and/or relevant experience of working in a busy recruitment team or willing to undertake the Level 3 HR apprenticeship.

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What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.com/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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